

## M e m o r a n d u m

This memo supersedes memo dated May 20, 199~~5~~<sup>6</sup>

to : All Supervisors  
Program Specialists  
Intake Staff  
Library Technicians

Date: September 9, 1996

Place: Sacramento

Phone:

From : Department of Pesticide Regulation • Barry Cortez, Chief  
Pesticide Registration Branch

Subject : PROCEDURE FOR IDENTIFYING ACTIVE INGREDIENTS

When a package is received in Intake, the Program Technician will:

1. Identify the active ingredient(s) from the ingredient statement on the label.
2. Search the "Chemical Ingredients" list on the computer Homepage for an exact match of the active ingredient.

If unable to find an exact match for the active ingredient or there are any questions about the chemical code or name, give the package to Rudy Lapurga, who will:

1. Check "Chemical Ingredients" list on computer Homepage.
2. Review package for indication of new active ingredient.
3. Consult with Chief Chemist or Senior Microbiologist as necessary.
4. Request the company Reaistration Specialist to contact the registrant for clarification of ingredient if needed.
5. Identify name for new active ingredient. If name is different than that on label, print appropriate page from "Chemical Ingredients" list on Homepage and confer with Supervisor.
6. Fill out Chemical Databases File Entry form for new active ingredient and list any synonyms found. All new active ingredients or change in common name shall have a completed Chemical Databases File Entry form initialed by Rudy.

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7. For active ingredients where chemical code is found, note in the remarks section of the Databases File Entry form.
8. Check or assign chemical code, sort code and DPN if needed. If CAS number and/or shaughnessy number cannot be found, enter "None".
9. Update **Homepage** Chemical Ingredient database if needed.
10. Return package to Intake with initialed Chemical Databases File Entry form as soon as possible.

Intake will generate the Status Sheet and forward package to Library. If it is a new active ingredient or there are changes in the information on an active ingredient, the Library will:

1. Input all new information into Library database (Oracle).
2. If questions arise about the active ingredient name or chemical code, the Library lead person will consult Rudy. Rudy will determine if the name should be changed, initial Status Sheet, and give copies to Intake and the Library.
3. File original Chemical Databases File Entry form in Library, give a copy to Ralph Shields, John Stutz, Rudy Lapurga and Information Systems Branch. John will update the Prime tracking system. Information Systems Branch will update the Teale label database.

If there are any questions concerning this procedure, contact your supervisor or Ralph Shields.

cc: Information Systems Branch  
John Stutz  
Rudy Lapurga

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